

CITY OF MENOMONIE
PARK SHELTER RESERVATION PROCEDURES

TODAY DATE: _____ DATE OF RESERVATION _____
NUMBER IN GROUP _____ FACILITY RESERVED _____
TIME OF RENTAL _____ TO _____ NAME TO PLACED ON RESERVATION SIGN _____
MUSIC AMPLIFICATION YES NO TENT INSTALLATION YES NO
EXTRA TABLE/EQUIPMENT NEEDED? YES NO RENTAL TYPE - Reunion - Graduation - Birthday - Other _____
If Yes, please note number needed ☐
NAME OF RENTER _____ ADDRESS _____
CITY _____ DAY PHONE _____ EVENING PHONE _____
FAX _____ E-MAIL ADDRESS _____

SIGNATURE OF RENTER, I agree to be responsible for any and all damages to City property and obeying all park rules.

DATE _____

FEES:	SHELTER RENTAL CHARGE	\$ _____	KEY DEPOSIT: AMOUNT \$ _____
	EXTRA TABLE/EQUIPMENT CHARGE (\$20)	\$ _____	CASH / CHECK# _____
	AMPLIFICATION FEE (\$5)	\$ _____	RECREATION PARKS POLICE CITY CLERK
	TAX (5.5%)	\$ _____	Park Shelter
	TOTAL	\$ _____	Payment is due five business days from the date of reservation.